



SSMRCA April Board Meeting

Sault Ste. Marie Region Conservation Authority
Apr 18, 2023 at 4:45 PM EDT to Apr 18, 2023 at 7:45 PM EDT
1100 Fifth Line East / ZOOM

Agenda

I. Call to Order

II. Declaration of a Conflict of Interest

III. Adoption of Agenda

RECOMMENDED:

THAT the agenda be adopted as presented.

IV. Delegations

There are no requests for delegations received for this meeting.

V. Public Input (3 minutes per speaker)

VI. Finance and Administration

A. Adoption of Regular Meeting Minutes of March 28, 2023

RECOMMENDED:

THAT the Regular Meeting Minutes of March 28, 2023, be adopted.

B. Health and Safety Meeting Minutes

RECOMMENDED:

THAT the Health & Safety Meeting Minutes of April 13, 2023, be received as information.

C. Accounts Payable

RECOMMENDED:

THAT the list of accounts payable from March 21 to April 13, 2023, cheque #8509 to #8536 in the total amount of \$20,252.15 be received as information.

D. First Quarter Statistics

RECOMMENDED:

THAT the staff memo titled "Property Inquiries – 2023 1st Quarter Statistics" dated April 18, 2023, be received as information, be approved.

E. BDO Audit Presentation

RECOMMENDED:

THAT the 2022 Financial Statements and Final Report as presented by the firm of BDO be accepted and finalized.

VII. Water and Related Land Management

A. Application Approvals: Section 28, Ontario Regulation 176/06, Development, Interference with Wetlands and Alterations to Shorelines & Watercourses

RECOMMENDED:

THAT the summary of the 8 site reports approved by staff from March 18 to April 13, 2023, pursuant to *Ontario Regulation 176/06*, be received as information, be approved.

VIII. Correspondence

A. Fourth Quarterly Report to the Province – O. Reg. 687/21

RECOMMENDED:

THAT the correspondence to the province re: Fourth Quarterly Report – O. Reg. 687/21 be received as information.

IX. New Business and Other

A. General Manager's Report

RECOMMENDED:

THAT the General Manager's Report of April 18, 2023, be received as information.

B. Soo Finnish Nordic Ski Club Agreement Renewal

RECOMMENDED:

THAT the Board receive the draft Agreement with the Soo Finnish Nordic Ski Club as information, and

THAT the draft Agreement be finalized and approved by the Board for signatures.

C. 2023 Review of Health and Safety Program Manual - Section 5 & Section 6

RECOMMENDED:

THAT Section 5 and Section 6 of the SSMRCA Health and Safety Program Manual be approved as worded.

D. 2023 Review of Human Resources Policies and Procedures - Benefits Section

RECOMMENDED:

THAT the Benefits Section of the SSMRCA Human Resources Policies and Procedures be approved as worded.

X. Closed Session

To discuss the security of the property of the CA, and personal matters about an identifiable individual.

XI. Adjournment

For members of the public interested in attending this meeting, please contact the General Manager, Corrina Barrett, at cbarrett@ssmrca.ca to make arrangements. Thank you in advance for your cooperation.



SSMRCA March Regular Board Meeting Minutes

Sault Ste. Marie Region Conservation Authority

March 28, 2023 at 4:45 PM EST

@ 1100 Fifth Line East / ZOOM

Attendance

Present

Members: Sandra Hollingsworth (Chair), Enzo Palumbo (Vice-Chair, remote), Corey Gardi (remote), Ron Zagordo (remote), Marchy Bruni (remote)

Also Present: Corrina Barrett (General Manager)

I. Call to Order

Meeting was Called to Order at 4:42 p.m.

II. Declaration of Conflict of Interest

Sandra declared a conflict of interest with the accounts payable.

III. Adoption of Agenda

THAT the agenda be adopted as presented.

Motion: # 41/23

Motion moved by Marchy Bruni and motion seconded by Corey Gardi. **CARRIED.**

IV. Delegations

None.

V. Public Input (3 mins per speaker)

None.

VI. Finance and Administration

A. Adoption of Regular Meeting Minutes of February 28, 2023

THAT the Regular Meeting Minutes of February 28, 2023, be adopted.

Motion: # 42/23

Motion moved by Ron Zagordo and motion seconded by Enzo Palumbo.

CARRIED.

B. Health and Safety Meeting Minutes

THAT the Health & Safety Meeting Minutes of March 7, 2023, be received as information.

Motion: # 43/23

Motion moved by Marchy Bruni and motion seconded by Enzo Palumbo.

CARRIED.

C. Accounts Payable

THAT the list of accounts payable from February 22, 2023, to March 20, 2023, cheque #8469 to #8508 in the total amount of \$49,187.54 be received as information.

Motion: # 44/23

Motion moved by Ron Zagordo and motion seconded by Enzo Palumbo.

CARRIED.

VII. Water & Related Land Management

A. Application Approvals: Section 28, Ontario Regulation 176/06, Development, Interference with Wetlands and Alterations to Shorelines & Watercourses

THAT the summary of the 4 site reports approved by staff from February 25 to March 17, 2023, pursuant to Ontario Regulation 176/06, be received as information, be approved.

Motion: # 45/23

Motion moved by Corey Gardi and motion seconded by Ron Zagordo. **CARRIED.**

VIII. Correspondence

A. MECP notification of EA modernization efforts

THAT the correspondence from the MECP regarding EA modernization efforts be received as information.

Motion: # 46/23

Motion moved by Ron Zagordo and motion seconded by Marchy Bruni.

CARRIED.

IX. New Business & Other

A. General Manager's Report

THAT the General Manager's Report of March 28, 2023, be received as information, be approved.

Motion: # 47/23

Motion moved by Enzo Palumbo and motion seconded by Ron Zagordo.

CARRIED.

B. Sault North Archery Club Agreement Renewal

THAT the Board receive the draft Agreement with the Sault North Archery Club as information, and

Further THAT the draft Agreement be finalized and approved by the Board for signatures.

Motion: # 48/23

Motion moved by Corey Gardi and motion seconded by Marchy Bruni. **CARRIED.**

C. Soo Finnish Nordic Ski Club Agreement Renewal

THAT the Board receive the draft Agreement with the Soo Finnish Nordic Ski Club as information, and

Further THAT the draft Agreement be shared with the Soo Finnish Nordic Ski Club for their review and consideration, be approved.

Motion: # 49/23

Motion moved by Ron Zagordo and motion seconded by Enzo Palumbo.

CARRIED.

D. 2023 Review of Human Resources Policies and Procedures - Conduct Section

THAT the Conduct Section of the SSMRCA Human Resources Policies and Procedures be approved as worded.

Motion: # 50/23

Motion moved by Corey Gardi and motion seconded by Ron Zagordo.

CARRIED.

E. 2023 Review of Health and Safety Program Manual - Section 3 & Section 4

THAT Section 3 and Section 4 of the SSMRCA Health and Safety Program Manual be approved as worded.

Motion: # 51/23

Motion moved by Marchy Bruni and motion seconded by Ron Zagordo.

CARRIED.

F. SSMRCA 2023 Watershed Report Card

THAT the SSMRCA 2023 Watershed Report Card be received as information.

Motion: # 52/23

Motion moved by Enzo Palumbo and motion seconded by Corey Gardi.

CARRIED.

X. Closed Session

THAT the Board move into Closed Session to discuss advice subject to solicitor-client privilege and certain specific information supplied in confidence to the Conservation Authority at 5:20 p.m., be approved.

Motion: # 53/23

Motion moved by Marchy Bruni and motion seconded by Ron Zagordo. **CARRIED.**

THAT the Board come out of Closed Session at 5:40 p.m., be approved.

Motion: # 54/23

Motion moved by Marchy Bruni and motion seconded by Corey Gardi. **CARRIED.**

THAT the SSMRCA follow up with the Soo Finnish Nordic Ski Club and provide suggested comments, be approved.

Motion: # 55/23

Motion moved by Ron Zagordo and motion seconded by Marchy Bruni. **CARRIED.**

XI. Adjournment

There being no further business,

THAT the meeting be adjourned at 5:41 p.m., be approved.

Motion: # 56/23

Motion moved by Marchy Bruni and motion seconded by Ron Zagordo. **CARRIED.**

Corrina Barrett,
General Manager

Sandra Hollingsworth,
Board Chair

DRAFT

SAULT STE. MARIE REGION CONSERVATION AUTHORITY (SSMRCA)

Health & Safety Meeting April 13, 2023

Attendance: Corrina Barrett, Christine Ropeter, Marlene McKinnon, Anjum Amin, Kelly Legault, Jamie Eaton, John Allard and Debbie Witty.

Start: 9:02 a.m.

Health & Safety

- More sunshine is in the forecast for the next few days, but that will be followed up with light snow and rain on the weekend. Snow tires can be removed from vehicles now.
- Jamie reported that our flood control channels are generally in good shape. Due to recent warm days and cool nights, water levels in our flood diversion channels are low; however, a little repair work needs to be done on the East Davignon channel where concrete meeting a city culvert has broken.
- Anjum reported that water levels in the Big Carp are currently high, and a Flood Watch may need to be put out in the near future. He will keep an eye on it.
- The vehicles and equipment are all in good working order and field staff have sufficient supplies to conduct their field work.
- Marlene will be conducting a monthly Office health & safety inspection later today.
- As of April 12, 2023, there have been 12,293 confirmed cases of COVID-19 in the Algoma region, 10,089 of which were confirmed high-risk cases and 30 of those high-risk cases are still active. To date, 12,263 cases have been resolved, 11 cases are currently hospitalized and 100 people have died from COVID-19. Currently, all cases of COVID-19 in Algoma are the Omicron variant.
- Staff were reminded to continue to observe good health and safety practices to help prevent the spread of illness and disease—ie, wash your hands and disinfect your workstations regularly, keep your hands away from your face, wear masks in populated enclosed areas, self-distance in crowds, keep up to date on vaccinations, and stay home if you don't feel well.
- CA staff will continue to encourage online permit processing and recommend that clients make appointments to visit the office.
- The next regular monthly SSMRCA Board meeting is scheduled for Tuesday, April 18th. The Board will continue to have hybrid Board meetings.
- Staff were reminded to not hesitate to ask questions or voice any concerns they may have in the workplace, and to report all workplace accidents and injuries, no matter how minor they may seem, immediately.
- Unsafe work conditions, accidents, health and safety issues and any other work-related concerns should promptly be brought to the attention of their supervisor or the general manager.
- No other health and safety comments, issues or concerns were brought forward.
 - Incidents reported = 0
 - First aid treatment incidents = 0
 - Lost time = 0
- Meeting adjourned at 9:30 a.m.

Conservation Authority Account Payables - Mar. 21 to Apr. 13, 2023

Chq #	Payable to	Particulars	Amount
8509	Bell	Mar. 7 to Apr. 6 Shop telephone	52.39
8510	Enbridge Gas	Feb. 11 to Mar. 15 Office & Shop gas heat	708.26
8511	Pioneer Construction	Sand/salt mix for Office parking lot	281.71
8512	ServiceMaster Clean	Invoice for Feb. Office cleaning	226.00
8513	PUC Services Inc.	Jan. 27 to Feb. 24 Office & Shop PUC services	576.26
8514	Larry Woolley	Jan. 19 to Mar. 23 SPC meeting per diems	179.69
8515	Hal McGonigal	Jan. 19 to Mar. 23 SPC meeting per diems	122.19
8516	Michael McCarthy	Jan. 19 to Mar. 23 SPC meeting per diems	179.69
8517	Mike Delfre	Jan. 19 to Mar. 23 SPC meeting Acting Chair remuneration	301.75
8518-8524	Bi-weekly Payroll	Bi-weekly pay period ending Apr. 1	11,474.82
8525	S & T Group	Apr. Office & Shop security monitoring services	38.42
8526	Heritage Home Hardware	Paint & painting supplies for Shop	336.32
8527	Trio Auto Supply	Truck maintenance supplies - anti-freeze, washer fluid, cleaner	59.95
8528	Anjum Amin	Feb. PGMN & permit site visit mileage	151.50
8529	Anjum Amin	Mar. PGMN & permit site visit mileage	91.00
8530	Sun Life Assurance	Apr. Health Insurance	3,022.01
8531	Somerville Nurseries	Annual tree seed storage fee	38.61
8532	Skeggs Paciocco Lawyers LLP	Legal fees re Sault North Planning office space lease ammendment	310.75
8533	Corporate Visa	Mar. 8 to Apr. 7 Visa paid expenses - See attached worksheet for details	1,468.63
8534	Telus	Apr. 6 to May 5 cell phone services (Jamie)	93.20
8535	H. Wellwood & Sons Ltd.	Pump out Shop sewage tank	200.00
8536	SSMarie Innovation Centre	Mar. Information Technology (IT) & Spam filtering services	339.00
Total			20,252.15

Apr. 7 Visa Statement (Mar. 8 to Apr. 7 Visa purchases)

Vendor	Description of Expense	Cost
Bright HR Limited	Mar. billing for HR services	144.93
No Frills	Field workers' supplies	18.58
Home Depot	Light for Office	123.17
Mrs. B's	Pizza for Mar. 28 Board meeting	33.90
Toronto City Taxi	Toronto CO Council meeting travel - cab fare from airport to hotel	89.00
Gateway Newstand	Toronto CO Council meeting travel - snack & beverage	18.05
Café Obispo	Toronto CO Council meeting travel - supper at airport	27.88
Hudson	Toronto CO Council meeting travel - snack & beverage	12.63
Porter	Toronto CO Council meeting travel - return air fare to & from Toronto	540.42
Sheraton	Toronto CO Council meeting travel - over night accommodations in Toronto	233.22
Adobe Creative Cloud	Monthly Adobe Creative Cloud fee	44.06
Wireless.com	Apr. office telephone	153.02
Adobe AcroPro	Apr. Adobe fee	29.37
Total		1,468.23



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MEMO

Date: April 18, 2023

To: Chair and Members
Conservation Authority Board

From: Corrina Barrett, General Manager

Re: **Property Inquiries – 2023 1st quarter statistics**

Attached is a summary of the Property Inquiry Report for the 1st quarter of 2023, 2022, and 2021 (for comparison). When comparing between the 2023 and 2022 Reports, it is evident that up to March 31st of this year, the SSMRCA has received 49 less inquiries than last year (111 - 87). The majority of these inquiries came from SSM (95%).

Of the 87 total inquiries received, 39 were in relation to permits, with a total of 24 completed permit applications submitted and 14 having been approved. Last year during the same time period, 32 permit inquiries came in with a total of 14 permit applications submitted and 12 having been approved.

Complaints received to date are slightly above that in the previous year, with 3 received in 2023, and 1 received last year during the same time period. No violations have been issued to date in 2023.

In total, 3 more maps and fillings were created last year versus this year (79 – 76).

The numbers overall for 2023 are down slightly from those seen in 2022 and 2021 but it is worth noting that to date in 2023 more applications have been approved than in the previous years.

Recommendation:

THAT the memo titled “Property Inquiries – 2023 1st quarter statistics” dated April 18, 2023, be received as information, be approved.

Respectfully submitted for information,

Corrina Barrett,
General Manager

Property Inquiries - 2023 Stats (Jan 1 - March 31, 2023) Report									
Category					% of Category		% of Total		
	SSM	Prince	Other	Total	SSM	Prince	SSM	Prince	% of Total
Municipality	83	4	0	87	95.40	4.60	NA		
City Surplus Fill **									
Legal Request	25	0	0	25	100.00	0.00	28.74	0.00	28.74
Permit Application	36	3		39	92.31	7.69	41.38	3.45	44.83
Planning Development	19	1		20	95.00	5.00	21.84	1.15	22.99
Complaint	3	0	0	3	100.00	0.00	3.45	0.00	3.45
Map Created	76	4	0	80	95.00	5.00	87.36	4.60	91.95
Filed	76	4	0	80	95.00	5.00	87.36	4.60	91.95
Planning Summary:	Board Reporting			MNRF Reporting of regulated inquiries					
	SSM	Prince	Regulate	2023 Calendar	April 1 to Dec 31 Fiscal Period	4th qtr 2023 (Jan 1 to March 31)	MNRF fiscal period 2023-23		
Zoning	1	0	0	1	0	0	0		
COA	17	2	10	19	18	10	28		
Plan & Input	0	0	0	0	1	0	1		
City Legal	6	0	5	6	6	5	11		
Site Plan Review (CA)	15	0	15	15	29	15	44		
OP	1	0	0	1	0	0	0		
Surplus Fill **				0	0		0		
Complaints	3	0	3	3	22	3	25		
RMI	1	0							
Permit Inquiry/Application as of March 31, 2023 - 41 total inquiries							Other Status:		
- 24 completed applications/renewal requests - 15 APPROVED							PDTA	4	
- 0 violations							TBD	1	
** City Surplus Fill Requests were discontinued by the City of SSM after May 5, 2022							SPR	12	
* Complaints included 2 locations that involved SSMRCA owned property.							No	0	
Prepared by M. A. McKinnon, GIS Specialist				Prepared on April 4, 2023					

Property Inquiries - 2022 Stats (Jan 1 - March 31, 2022) Report

Category	SSM	Prince	Other	Total	% of Category		% of Total		
					SSM	Prince	SSM	Prince	% of Total
Municipality	104	6	1	111	93.69	5.41	NA		
City Surplus Fill	2	0	0	2	100.00	0.00	1.80	0.00	1.80
Legal Request	45	1	1	47	95.74	2.13	40.54	0.90	42.34
Permit Application	28	4		32	87.50	12.50	25.23	3.60	28.83
Planning Development	28	1		29	96.55	3.45	25.23	0.90	26.13
Complaint	1	0	0	1	100.00	0.00	0.90	0.00	0.90
Map Created	79	5	0	84	94.05	5.95	71.17	4.50	75.68
Filed	79	5	0	84	94.05	5.95	71.17	4.50	75.68
Fee Charged (approx.)	8	1	0	9	88.89	11.11	7.21	0.90	8.11

Planning Summary:

Board Reporting

MNRF Reporting of regulated inquiries

	SSM	Prince	Regulate	2022 Calendar	April 1 to Dec 31 Fiscal Period	4th qtr 2022 (Jan 1 to March 31)	MNRF fiscal period 2021- 22
Zoning	3	0	1	3	8	1	9
COA	20	1	6	21	37	6	43
Plan & Input	1	0	1	1	5	1	6
City Legal	3	0	1	3	17	2	19
Site Plan Review (CA)	12	1	13	13	58	13	71
OP	1	0	1	1	1	1	2
Surplus Fill	2	2	2	4	10	2	12
Complaints	1	0	1	1	43	1	44
RMI	1	0					

Permit Inquiry/Application as of March 31, 2022 - 16 total inquiries

-14 completed applications/renewal requests - 12 APPROVED

- 0 violations

Prepared by M. A. McKinnon, GIS Specialist

Prepared on April 1, 2022

Property Inquiries - 2021 Stats (Jan 1 - March 31, 2021) Report

					% of Category		% of Total		
Category	SSM	Prince	Other	Total	SSM	Prince	SSM	Prince	% of Total
Municipality	143	13	4	160	89.38	8.13	NA		
City Surplus Fill	2	0	0	2	100.00	0.00	1.25	0.00	1.25
Legal Request	44	6	4	54	81.48	11.11	27.50	3.75	33.75
Permit Application	56	4		60	93.33	6.67	35.00	2.50	37.50
Planning Development	37	3		40	92.50	7.50	23.13	1.88	25.00
Complaint	6	0	0	6	100.00	0.00	3.75	0.00	3.75
Map Created	133	10	0	143	93.01	6.99	83.13	6.25	89.38
Filed	135	10	0	145	93.10	6.90	84.38	6.25	90.63
Fee Charged (approx.)	12	1	0	13	92.31	7.69	7.50	0.63	8.13
Planning Summary:	Board Reporting			MNRF Reporting of regulated inquiries					
	SSM	Prince	Regulate	2021 Calendar	April 1 to Dec 31 Fiscal Period	4th qtr 2021 (Jan 1 to March 31)	MNRF fiscal period 2020-21		
Zoning	10	0	6	10	12	6	18		
COA	22	3	14	25	24	14	38		
Plan & Input	3	0	2	3	8	2	10		
City Legal	12	0	7	12	34	7	41		
Site Plan Review (CA)	9	0	9	9	51	9	60		
OP	0	0	0	0	0	0	0		
Surplus Fill	2	0	2	2	14	2	16		
Complaints	6	0	6	6	51	6	57		
RMI	4	0							
Applications submitted as per spreadsheet as of March 31, 2021 - 52 - Approved 14 - 1 Violations									
As per spreadsheet tracking - 7 records of not required or pre-consultation									
Prepared by M. A. McKinnon, GIS Specialist									
Prepared on April 9, 2021									

Sault Ste. Marie Region Conservation Authority
Financial Statements
For the year ended December 31, 2022

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Independent Auditor's Report

To the Board of Directors of Sault Ste. Marie Region Conservation Authority

Opinion

We have audited the financial statements of Sault Ste. Marie Region Conservation Authority (the Authority), which comprise the statement of financial position as at December 31, 2022, and the statements of operations and accumulated surplus, change in net financial assets and cash flows for the year then ended and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Authority as at December 31, 2022, and its results of its operations, change in net financial assets and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Authority in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Authority's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Authority or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Authority's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Independent Auditor's Report (continued)

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Authority's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Authority to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants, Licensed Public Accountants

Sault Ste. Marie, Ontario
April 18, 2023

Sault Ste. Marie Region Conservation Authority

Statement of Financial Position

December 31	2022	2021
Financial assets		
Cash and cash equivalents (Note 2)	\$ 501,259	\$ 541,842
Accounts receivable	14,084	31,185
	<u>515,343</u>	<u>573,027</u>
Liabilities		
Accounts payable and accrued liabilities	31,681	90,547
Deferred revenue (Note 3)	55,734	55,678
Deferred government contributions (Note 4)	-	25,477
	<u>87,415</u>	<u>171,702</u>
Net financial assets	<u>427,928</u>	<u>401,325</u>
Non-financial assets		
Tangible capital assets (Schedule 1)	4,201,388	4,439,102
Prepaid expenses	4,137	3,615
	<u>4,205,525</u>	<u>4,442,717</u>
Accumulated surplus (Note 5)	<u>\$ 4,633,453</u>	<u>\$ 4,844,042</u>

Approved on behalf of the Board:

Board Member

Board Member

Sault Ste. Marie Region Conservation Authority

Statement of Operations and Accumulated Surplus

For the year ended December 31	Budget 2022	2022	2021
Revenue			
Government contributions			
Provincial	\$ 175,313	\$ 164,281	\$ 188,904
Municipal - City of Sault Ste. Marie	560,597	560,597	538,761
Municipal - Prince Township	6,336	6,336	6,020
Rental income	-	4,369	650
Other	52,100	65,679	80,824
Gain on sale of capital asset	-	5,000	43,900
	<u>794,346</u>	<u>806,262</u>	<u>859,059</u>
Expenses			
Administrative (Schedule 3)	456,234	355,874	354,309
Conservation land taxes and insurance	-	37,215	30,989
Water control (Schedule 3)	304,112	298,324	336,942
Trails and recreation	4,000	5,240	8,669
Legal fees	-	2,630	2,819
Other	-	7,934	5,789
Amortization of tangible capital assets	309,634	309,634	296,501
	<u>1,073,980</u>	<u>1,016,851</u>	<u>1,036,018</u>
Annual deficit	(279,634)	(210,589)	(176,959)
Accumulated surplus, beginning of year	4,844,042	4,844,042	5,021,001
Accumulated surplus, end of year	\$ 4,564,408	\$ 4,633,453	\$ 4,844,042

The accompanying notes are an integral part of these financial statements.

Sault Ste. Marie Region Conservation Authority
Statement of Changes in Net Financial Assets

	Budget 2022	2022	2021
Annual deficit	\$ (279,634)	\$ (210,589)	\$ (176,959)
Amortization of tangible capital assets	309,634	309,634	296,501
(Increase) decrease in prepaid expenses	-	(522)	(2,483)
Acquisition of tangible capital assets	-	(71,920)	(74,124)
Gain on disposal of tangible capital assets	-	(5,000)	(43,900)
Proceeds on sale of tangible capital assets	-	-	43,900
Increase (decrease) in net financial assets	30,000	26,603	42,935
Net financial assets, beginning of year	401,325	401,325	358,390
Net financial assets, end of year	\$ 431,325	\$ 427,928	\$ 401,325

The accompanying notes are an integral part of these financial statements.

Sault Ste. Marie Region Conservation Authority

Statement of Cash Flows

For the year ended December 31	2022	2021
Operating transactions		
Annual deficit	\$ (210,589)	\$ (176,959)
Items not involving cash		
Gain on disposal of tangible capital assets	(5,000)	(43,900)
Amortization of tangible capital assets	<u>309,634</u>	<u>296,501</u>
	<u>94,045</u>	75,642
Changes in non-cash working capital balances		
Accounts receivable	17,101	3,760
Prepaid expenses	(522)	(2,483)
Accounts payable and accrued liabilities	(58,866)	38,641
Deferred revenue	56	30
Deferred government contributions	<u>(25,477)</u>	<u>18,625</u>
	<u>26,337</u>	134,215
Capital transactions		
Acquisition of tangible capital assets	(71,920)	(74,124)
Proceeds on sale of tangible capital assets	<u>5,000</u>	<u>43,900</u>
	<u>(66,920)</u>	(30,224)
Increase (decrease) in cash and cash equivalents	(40,583)	103,991
Cash and cash equivalents, beginning of year	<u>541,842</u>	<u>437,851</u>
Cash and cash equivalents, end of year	\$ 501,259	\$ 541,842

The accompanying notes are an integral part of these financial statements.

Sault Ste. Marie Region Conservation Authority

Notes to Financial Statements

December 31, 2022

1. Significant accounting policies

a) Nature of operations

The Conservation Authority was established in 1963 by an Order in Council and operates under the Conservation Authorities Act of Ontario. Pursuant to the Conservation Authorities Act, the objectives of an authority are to establish and undertake, in the area over which it has jurisdiction, a program designed to further the conservation, restoration, development and management of natural resources other than gas, oil, coal and minerals. The Sault Ste. Marie Region Conservation Authority in particular was established to address flooding concerns within the watershed.

b) Basis of accounting

These financial statements have been prepared in accordance with Canadian public sector accounting standards, as recommended by the Public Sector Accounting Board.

c) Tangible capital assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, if any, of tangible capital assets is amortized on a straight-line basis, over the expected useful life of the asset, as follows:

Buildings	50 years
Flood control infrastructure	50 years
Vehicles and equipment	5 years
Computer equipment	5 years

d) Revenue recognition

Revenue is recognized in the period in which the transactions or events occurred that gave rise to the revenue. All revenue is recorded on an accrual basis.

Government transfers are recognized as revenues when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.

Contributions, other than government transfers, are deferred when restrictions are placed on their use by the external contributor, and are recognized as revenue when used for the specific purpose.

e) Financial instruments

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, they are reported at cost or amortized cost less impairment, if applicable. Financial assets are tested for impairment when changes in circumstances indicate the asset could be impaired.

f) Employee future benefits

The Authority provides pension benefits to specified employees through the Ontario Municipal Employees Retirement Fund (OMERS), a multi-employer plan. The Authority's contributions due during the period are expensed as incurred.

g) Use of estimates

The preparation of financial statements in accordance with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future.

Sault Ste. Marie Region Conservation Authority

Notes to Financial Statements

December 31, 2022

2. Cash and cash equivalents

	2022	2021
General operating accounts	\$ 405,149	\$ 438,391
Short term investments	96,110	103,451
	\$ 501,259	\$ 541,842

Short term investments consist of a flexible one year GIC with an interest rate of 1.40% (2021 - 0.40%).

3. Deferred revenue

Deferred revenue represents restricted land sale proceeds and accumulated interest to be used for future land acquisitions, subject to approval by the Ontario Ministry of Natural Resources.

4. Deferred government contributions

	2022	2021
Province of Ontario - Drinking Water Source Protection	\$ -	\$ 25,477

5. Accumulated surplus

	2022	2021
General surplus	\$ 405,760	\$ 378,635
Reserve for forest management	10,222	10,222
Reserve for Outreach and Education - Water	16,083	16,083
	432,065	404,940
Investment in tangible capital assets	4,201,388	4,439,102
	\$ 4,633,453	\$ 4,844,042
Allocation of annual surplus (deficit):		
General surplus	\$ 27,125	\$ 45,418
Investment in tangible capital assets	(237,714)	(222,377)
	\$ (210,589)	\$ (176,959)

Sault Ste. Marie Region Conservation Authority

Notes to Financial Statements

December 31, 2022

6. Pension agreements

The Authority makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS), which is a multi-employer plan, on behalf of all permanent, full-time and part-time members of its staff. This plan is a defined benefit plan that specifies the amount of the retirement benefit to be received by the employees based on length of service and rates of pay. Employees and employers contribute jointly to the plan.

Because OMERS is a multi-employer pension plan, the Authority does not recognize any share of the pension plan deficit, as this is a joint responsibility of all Ontario municipal organizations and their employees. Employer's contributions for current and past service are included as an expense on the statement of operations. The amount contributed to OMERS for 2022 was \$39,049 (2021 - \$36,399).

7. Budget

The Authority's budget was not prepared on a basis consistent with that used to report actual results (Public Sector Accounting Standards). The budget was prepared on a modified accrual basis while Public Sector Accounting Standards now require a full accrual basis. The budget figures may anticipate use of reserves and/or surpluses accumulated in previous years to reduce current year expenditures. In addition, the budget expenses tangible capital expenditures rather than including amortization expense. As a result, the budget figures presented in the statements of operations and change in net financial assets represent the Financial Plan adopted by the Authority with adjustments as follows:

Budget surplus for the year	\$ 30,000
Less:	
Amortization	<u>(309,634)</u>
Budget deficit per statement of operations	<u>\$ (279,634)</u>

8. Financial Instrument risk

The Authority's management monitors, evaluates and manages the principal risks assumed with financial instruments on a daily basis. The risks that arise from transacting financial instruments include the following:

Liquidity risk

Liquidity risk arises from the Authority's management of accounts payable and other current liabilities. It is the risk that the organization will encounter difficulty in meeting its financial obligations as they fall due.

Credit risk

Credit risk arises from the Authority's accounts receivable. It is the risk that a third party will fail to discharge its obligation to the organization thereby reducing the expected cash inflow.

Sault Ste. Marie Region Conservation Authority

Notes to Financial Statements

December 31, 2022

9. Segmented disclosure

The Authority provides a range of services to residents in its region. For management reporting purposes, operations and activities are organized by Fund. Funds were created for the purpose of recording specific activities to attain certain objectives in accordance with special regulations, restrictions or limitations.

Services are provided by departments and their activities are reported in these funds. Certain departments that have been separately disclosed in the segmented information, along with the services they provide, are as follows:

General

This department oversees the delivery of all government services. The department is responsible for ensuring that there are adequate policies and procedures in place to safeguard assets and to properly report financial activities.

Drinking Water Source Protection

The Ontario Ministry of the Environment, in partnership with the Ministry of Natural Resources and Conservation Ontario have developed legislation and regulations to implement Source Water Protection Plans to ensure clean drinking water for all Ontarians. Conservation authorities, with funding from the province, are coordinating scientific research, facilitating data gathering and analysis, developing computer models, bringing local residents and stakeholders together as well as providing opportunities for public involvement and comment on a local watershed basis.

For each reported segment, revenue and expenses include amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. The Authority allocates certain wages and benefits to General operations and the Drinking Water Source Protection program based on the hours worked for each program. Occupancy costs and administrative expenses are allocated based on the floor area occupied and estimated resources used by each program.

The accounting policies used in these segments are consistent with those followed in the preparation of the consolidated financial statements as disclosed in the summary of significant accounting policies. For additional information see Schedule 2 - Segment Disclosure.

Sault Ste. Marie Region Conservation Authority
Schedule 1 - Tangible Capital Assets

December 31, 2022

	Land	Buildings	Vehicles and Equipment	Computer Equipment	Flood Control	2022 Total
Cost						
Balance, beginning of year	\$ 1,655,173	\$ 304,350	\$ 250,705	\$ 29,792	\$ 15,454,493	\$ 17,694,513
Additions	-	-	71,920	-	-	71,920
Disposals	-	-	(23,100)	-	-	(23,100)
Balance, end of year	1,655,173	304,350	299,525	29,792	15,454,493	17,743,333
Accumulated amortization						
Balance, beginning of year	-	201,642	194,339	26,856	12,832,574	13,255,411
Amortization	-	6,087	28,473	734	274,340	309,634
Disposals	-	-	(23,100)	-	-	(23,100)
Balance, end of year	-	207,729	199,712	27,590	13,106,914	13,541,945
Net book value	\$ 1,655,173	\$ 96,621	\$ 99,813	\$ 2,202	\$ 2,347,579	\$ 4,201,388
Net book value, 2021	\$ 1,655,173	\$ 102,708	\$ 56,366	\$ 2,936	\$ 2,621,919	\$ 4,439,102

Sault Ste. Marie Region Conservation Authority
Schedule 2 - Segment Disclosure

For the year ended December 31, 2022

	Drinking Water		Source		Total	2021 Total
	General	Protection				
Revenue						
Government contributions						
Provincial	\$ 71,114	\$ 93,167	\$	164,281	\$	188,904
Municipal - City of Sault Ste. Marie	560,597	-		560,597		538,761
Municipal - Prince Township	6,336	-		6,336		6,020
Rental income	4,369	-		4,369		650
Other	65,679	-		65,679		80,824
Gain on sale of capital asset	5,000	-		5,000		43,900
	713,095	93,167		806,262		859,059
Expenses						
Salaries and benefits	424,546	68,488		493,034		500,694
Materials and supplies	67,848	13,024		80,872		126,579
Contracted services	120,913	-		120,913		100,327
Rents and financial	12,398	-		12,398		11,916
Administration and rent transfers	(11,655)	11,655		-		-
Amortization	309,634	-		309,634		296,501
	923,684	93,167		1,016,851		1,036,017
Deficiency of revenue over expenses	\$ (210,589)	\$ -	\$ (210,589)	\$ (176,958)		

Sault Ste. Marie Region Conservation Authority
Schedule 3 - Administrative and Water Control Expenses

For the year ended December 31, 2022

	Drinking Water			2021
	General	Source Protection	Total	Total
Administrative				
Materials	\$ 8,666	\$ -	\$ 8,666	\$ 5,168
Other	35,610	13,024	48,634	43,368
Rent and utilities	5,119	-	5,119	3,655
Staff training	40	-	40	28
Travel and allowance	2,451	-	2,451	1,317
Wages and benefits	222,476	68,488	290,964	300,773
Administration and rent transfers	(11,655)	11,655	-	-
	\$ 262,707	\$ 93,167	\$ 355,874	\$ 354,309
Water control				
Flood warning	\$ 20,548	\$ -	\$ 20,548	\$ 19,349
Maintenance of control structures	79,227	-	79,227	90,061
Taxes, insurance and utilities	49,686	-	49,686	40,374
Wages and benefits	200,577	-	200,577	201,399
Vehicle & maintenance expense/recovery	(51,714)	-	(51,714)	(14,241)
	\$ 298,324	\$ -	\$ 298,324	\$ 336,942



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MEMO

Date: April 18, 2023

To: Chair and Members
Conservation Authority Board

From: Corrina Barrett, General Manager

Re: **List of Application Approvals: March 18 to April 13, 2023**

The following is a list of the 8 applications that were approved to date since March 18, 2023:

Permit #	Subject Property	Category #	Fee (\$)
USM 23-03-14	57 Sunnyside Beach Road	4	385.00
FC 23-03-20	430 Third Line East	4	385.00
LBC 23-03-23	476 Leigh's Bay Road	4	385.00
CYC 23-03-23	2003 Seventh Line East Ext.	NA	City of SSM – NC
CNC 23-03-27	1460 Korah Road	5	575.00 (credit re:PDTA)
CAC 23-03-28	1012 Old Goulais Bay	4	385.00
BLC 23-03-30	16 Bridlepath Court	4	385.00
USM 23-04-03	Plan 1R13761 Part 2 Marshall Drive	5	635.00
		TOTAL	3,135.00

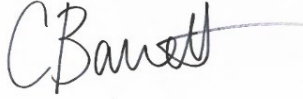
Please note that this list does not include any revisions, renewals, or PDTAs that took place during the same time period (except for the items noted).

In the interest of saving paper and ink, these approvals have not been printed out for this Board meeting. The corresponding Site Reports were shared with the Board electronically prior to the Board Meeting.

Recommendation:

THAT the summary of the 8 site reports approved by staff from March 18 to April 13, 2023, pursuant to *Ontario Regulation 176/06*, be received as information, be approved.

Respectfully submitted for information and approval,

A handwritten signature in blue ink, appearing to read 'C Barrett', with a horizontal line extending to the right.

Corrina Barrett,
General Manager



Inventory Progress Report #4

April 2023

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Purpose

The passage of *Regulation 687/21 "Transition Plans and Agreements for Programs and Services Under Section 21.1.2 of the Act"* requires the development and implementation of Transition Plans by each Conservation Authority. The Transition Plans are to outline the process and timelines for the development of cost apportioning agreements with municipalities within their jurisdiction for non-mandated programs and services.

This Transition Plan is valid for the following municipalities in the jurisdiction of the Sault Ste. Marie Region Conservation Authority: the City of Sault Ste. Marie and the Township of Prince. For the purposes of the *Clean Water Act* a portion of the unorganized townships of Dennis, Pennefather, Aweres, Jarvis and Duncan are included.

Per *O. Reg. 687/21: Transition Plans and Agreements for Programs and Services under Section 21.1.2 of the Act* Section 7(2) the authority shall submit six progress reports on:

1. July 1, 2022
2. October 1, 2022
3. January 1, 2023
4. April 1, 2023
5. July 1, 2023
6. October 1, 2023.

Progress To Date

- a) Any comments or other feedback submitted by a municipality referred to in clause 5(1)(b) regarding the inventory.**

No comments have been received from the Member Municipalities.

- b) A summary of any changes that the authority has made to the inventory to address comments or other feedback referred to in a clause (a), including the changed inventory and a clear description of the changes between the previous inventory and the changed inventory.**

None for this reporting period.

- c) An update on the progress of negotiations of cost apportioning agreements with the participating municipalities.**

A presentation was made to the City of Sault Ste. Marie Council on January 23, 2023, regarding the upcoming 2023 budget, potential changes under Bill 23 and obligations under *O. Reg. 686/21: Mandatory Programs and Services*.

Agreements continue to be drafted. Tentative meetings to discuss cost apportioning agreements are to be determined.

d) An outline of any difficulties that the authority is experiencing that might affect the ability of the authority to conclude any cost apportioning agreements with one or more participating municipality by the transition date.

A challenge affecting the ability to develop and complete Agreements by the transition date is the passage of Bill 23, More Homes Built Faster Act, 2022. The Act, as currently worded, has affected and will continue to affect our municipal partner's operations, processes and relationship with the SSMRCA. Bill 23 may drastically affect the SSMRCA's ability to complete the required Agreements within the allotted timeframe. Bill 23 may also affect the proposed Category 2 Program: Plan Review Not Related to Natural Hazards (i.e., stormwater mgmt), as the Act, as written, prohibits this from being an eligible program provided to our partner municipalities. This may negate the necessity to negotiate the Agreement.

Attached: SSMRCA Inventory of Programs and Services and associated appendices.

Sault Ste. Marie Region Conservation Authority Inventory of Programs and Services – Version 3.0

December 1, 2022

Current/ New Project	Program/Service and Subservices	Description	Category (1,2,3)	Category Rationale Act/Regs	Program Cost Estimate (\$)	Funding mechanism and percentage of costs
Enabling Services / General Operating Expenses						
Program Description: Key assistance provided to all departments of the conservation authority, board of directors, member municipalities and the general public to enable SSMRCA to operate in an accountable, transparent, efficient and effective manner.						
Current	Corporate Services	Administration of human resources, operating and capital costs which are not directly related to the delivery of any specific program or service, but are the overhead and support costs of a conservation authority. Includes health and safety program, WSIB, overseeing programs and policies.	1	CAA s.20, Reg. 402/22	\$158,089	Municipal Levy – 94% Self Generated – 6%
Current	Financial Services	Annual budget, accounts payable and receivable, payroll, financial analysis, financial audit, administration of reserves and investments, financial reports for funding agencies, preparing and submitting reports to CRA, benefits program administration.	1	CAA s.20, Reg. 402/22	\$72,628	Municipal Levy – 100%
Current	Legal Expenses	Costs related to agreements/contracts, administrative by-law updates, HR, etc.	1	CAA s.20, Reg. 402/22	\$2,790	Municipal Levy – 100%
Current	Governance	Supporting CA Boards, Advisory Committees, Office of the GM/Secretary-Treasurer	1	CAA Part IV	\$17,576	Municipal Levy – 100%
Current	Communications and Outreach	Corporate communications, marketing, website, corporate publications (Annual Report, calendar, fact sheets, brochures, etc.).	1	CAA s.20, Reg. 402/22	\$10,229	Municipal Levy – 100%

Current	Administration Buildings	Administrative office used to support staff, programs, and services. Includes utilities, routine and major maintenance, property taxes.	1	CAA s.20, Reg. 402/22	\$16,274	Municipal Levy – 71% Self Generated – 29%
Current	Information Management + GIS	Data collection, management, mapping, data sets, watershed orthophotography for use by all programs. Development and use of systems to collect and store data and documents, and to provide spatial geographical representations of data. This includes our geographical information systems, maintenance, and support. Records retentions are in accordance with industry standards and legislative requirements.	1	CAA s.20, Reg. 402/22	\$13,949	Municipal Levy – 100%
Current	Vehicle and Equipment	Vehicles and equipment to support the work of SSMRCA, including capital purchases, fuel, licenses, repairs, and maintenance. Programs and projects are charged for the use of the vehicles and equipment.	1	CAA s.20, Reg. 402/22	\$29,757	Municipal Levy – 100%
Natural Hazard Management Program						
Program Description: Conservation Authorities (CAs) are the lead provincial agencies on Natural Hazard issues. The goal is to protect life and property from flooding and erosion. This watershed-wide, comprehensive program includes development applications and permits, municipal plan input and review, environmental planning and policy, flood forecast and warning, flood and erosion control infrastructure, technical studies, education, and public awareness.						
Current	SSMRCA Regulations Administration (Section 28)	Section 28 Permissions - Reviewing and processing permit applications, associated technical reports, site inspections, communication with applicants, agents, consultants, legal costs, enforcement and compliance.	1	CAA s.21.1(1), 28	\$93,210	Municipal Levy – 35% Self-Generated – 65%
Current	Municipal Plan Input and Review	Technical information and advice to municipalities on circulated municipal land use planning applications (Official Plan and Zoning By-law Amendments, Subdivisions, Consents, Minor	1	CAA s.21.1(1)	\$4,143	Municipal Levy – 100%

		Variances). Input to municipal land-use planning documents (OP, Comprehensive ZB, Secondary plans) related to natural hazards, on behalf of Ministry of Northern Development, Mines, Natural Resources and Forestry (MNDMNRF), delegated to CAs (1983). Input to the review and approval processes under other applicable law, with comments principally related to natural hazards, wetlands, watercourses, and Sec. 28 permit requirements.				
New Project	Plan Review Not Related to Natural Hazards (i.e., stormwater mgmt)	New Project: Technical information and advice to municipalities on circulated municipal land use planning applications (Official Plan and Zoning By-law Amendments, Subdivisions, Consents, Minor Variances).	2	CAA s.21(1)(n)	TBD	Municipal Agreement – 100%
Current	Flood Forecasting and Warning	Daily data collection and monitoring of weather forecasts, provincial and local water level forecasts, watershed conditions, snow surveys, flood event forecasting, flood warning, and communications.	1	CAA s.21.1(1), Reg. 686/21 s.2	\$45,155	Provincial Transfer Payment – 15% Municipal Levy – 85%
Current	Low Water Response	Conditions monitoring and analysis. Technical and administrative support to the municipality and the province, i.e., input to those who initiate drought response.	1	CAA s.21.1(1), Reg. 686/21 s.3	\$2,000	Municipal Levy – 100%
Current	SSMRCA Owned Flood and Erosion Control Infrastructure Operation and Management	Water and erosion control infrastructure operations and management. Includes all water management structures (flood control, dams and channels, etc.) that are annually inspected, and routine maintenance work completed.	1	CAA s.21.1(1), Reg. 686/21 s.5	\$131,600	Provincial Transfer Payment – 43% Municipal Levy – 57%

Current	Non-SSMRCA Owned Flood and Erosion Control Infrastructure Operation and Management	Water and erosion control infrastructure operations and management. Includes all water management structures (flood control, dams and channels, berms, weirs, erosion control, etc.) that are annually inspected, and routine maintenance work completed.	2	CAA s.21.1.1	Ranges from \$2,500 to \$4,000 annually	Municipal Levy – 100% Special Benefitting Municipal Levy – when required
Current	Flood and Erosion Control Infrastructure Major Maintenance	Major maintenance on flood and erosion control structures as required. Projects are dependent on Water and Erosion Control Infrastructure (WECI) funding from the province and support from our municipal partners.	1	CAA s.21.1(1)	Varies from year to year (range from \$0 to \$60,000+)	Provincial WEIC – 50% Special Benefitting Municipal Levy – 50%
Current	Technical Studies and Policy Review	Studies and projects to inform natural hazards management programs including floodplain management, watershed hydrology, regulations areas mapping update, flood forecasting system assessment, floodplain policy, Lake Superior shoreline management. These projects often last a specific number of years and are distributed over time as human resources and funding are available.	1	CAA s.21.1(1), Reg. 686/21 s.1(3)1	Varies from year to year (range from \$0 to \$60,000+)	Municipal Levy – 100% Alternate grant funding when available
Current	Natural Hazards Communications, Outreach and Education	Promoting public awareness of natural hazards including flooding and erosion. Attending public events, supplying materials. Social media services. Media relations. Educate school-aged children and the public about the dangers of fast-flowing water, danger of dams, etc.	1	CAA s.21.1(1)	\$7,767	Municipal Levy – 50% Self Generated – 50%
Provincial Water Quality & Quantity Monitoring						

Program Description: Sault Ste. Marie Region Conservation Authority, in partnership with Ministry of Environment, Climate Change and Parks (MECP), has established long term sites to monitor surface and ground water conditions as well as an investment into long-term monitoring of climate change trends.						
Current	Provincial Water Quality Monitoring Network (PWQMN)	CA/MECP partnership for stream water quality monitoring at 5 sites. SSMRCA staff take water samples and MECP does lab analysis and data management. Information is used for watershed report cards and watershed project prioritization.	1	CAA s.21.1(1), Reg. 686/21 s.12(1)2	\$4,262	Municipal Levy – 100%
Current	Provincial Groundwater Monitoring Network (PGMN)	A long-standing CA/MECP partnership for groundwater level and quality monitoring at 12 stations. Costs include equipment, data collection, analysis, data management and reporting. MECP funded network installation and continues to fund equipment replacements. Data collected supports flood forecast and warning, low water response, and water quality monitoring and watershed report cards.	1	CAA s.21.1(1), Reg. 686/21 s.12(1)1		Municipal Levy – 100%
Drinking Water Source Protection						
Program Description: The protection of municipal drinking water supplies in the Sault Ste. Marie Region Source Protection Area through the development and implementation of SSMR Source Protection Plan.						
Current	Regional Drinking Water Source Protection Program (DWSP)	SSM Region Source Protection Area, technical support and program management, Source Protection Committee support, Source Protection Authority reports and meetings. Activities required by the Clean Water Act and regulations.	1	CAA s.21.1(1), Clean Water Act	\$107,368	Provincial Transfer Payment – 100%
Current	DWSP Risk Management Official	Carrying out Part IV duties of the Clean Water Act on behalf of municipalities through service agreements. Designated through Council resolution to act as both the RMO and RMI. Role primarily covers RMI services, but also acting RMO when needed.	2	CAA s.21.1.1	\$2,000	Municipal Agreement – 100%

Current	DWSP Education and Outreach	Carrying out Education and Outreach responsibilities on behalf of municipalities through service agreements.	2	CAA s.21.1.1	Varies from year to year (range from \$0 to \$10,000)	Municipal Agreement – 100 %
Core Watershed-based Resource Management Strategy Program Description: The purpose of a watershed plan is to understand the current conditions of the watershed, and identify measures to protect, enhance, and restore the health of the watershed. Watershed strategies provide a management framework to provide recommendations which consists of goals, objectives, indicators, and management recommendations. This addresses existing issues in the watershed and mitigate impacts from potential future land uses, while recommending appropriate actions to protect, enhance, and restore the watershed.						
New Project	Watershed-based Resource Management Strategy	New Project: Developing guiding principles and objectives that inform the design and delivery of programs and services the CA is required to provide. Collate/compile existing resource management plans, watershed plans, studies and data. Strategy development, implementation and annual reporting. A review of programs and services provide for the purposes of compliance with the regulations and Section 21.1 of the CA Act. Develop process for periodic review including procedures to engage/consult with stakeholders and the public. Strategy development must include a stakeholder and public consultation component. Make available to the public.	1	CAA s.21.1(1), Reg. 686/21 s.12(1)3, s.12(4)	Cost unknown, anticipate completing internally.	Municipal Levy – 100%
Conservation Authority Lands and Conservation Areas Program Description: Sault Ste. Marie Region Conservation Authority owns and manages over 5,000 acres of land which includes conservation areas, management areas, forests, farmland, dynamic beaches and flood control structures and surrounding land. SSMRCA property is essential to watershed management, environmental protection, helps implement the Watershed Management Strategy and provides areas for passive recreation.						

Current	Conservation Areas Management including Section 29	Conservation Areas regulation enforcement and compliance. Management and maintenance of 5 conservation areas and associated recreational trails. Includes passive recreation, forest management plans, risk management program, hazard tree management, gates, fencing, signage, brochures, communications, pedestrian bridges, trails, parking lots, pavilions, roadways, stewardship, restoration, planning, carrying costs such as taxes and insurance.	1	CAA s.21.1(1), CAA s.29	\$43,050	Municipal Levy – 86% Self-Generated – 14% Costs greater than \$5,000 in capital budget
Current	Conservation Area Major Maintenance	Major maintenance and capital improvements to support public access, safety, and environmental protection such as pedestrian bridges, boardwalks, privies, trails.	1	CAA s.21.1(1)		Municipal Levy – 100% Major works greater than \$5,000 in capital budget
New Project	Inventory of Conservation Authority Lands	New Project: The land inventory will include the following information: location, date obtained, method and purpose of acquisition, land use. Project updates as inventory changes.	1	CAA s.21.1(1), Reg. 686/21 s.9(3)	Cost unknown, anticipate completing internally.	Municipal Levy – 100%
New Project	Strategy for CA owned or controlled lands and management plans	New Project: A strategy to guide the management and use of CA-owned or controlled properties including guiding principles, objectives, land use, natural heritage, classifications of lands, mapping, identification of programs and services on the lands, public consultation, publish on website. Updates of existing conservation area management plans.	1	CAA s.21.1(1), Reg. 686/21 s.9(1)	Cost unknown, anticipate completing internally.	Municipal Levy – 100%
New Project	Land Acquisition and Disposition Strategy	New Project: A policy to guide the acquisition and disposition of land in order to fulfill the objects of the authority.	1	CAA s.21.1(1), Reg. 686/21 s.9(2)vi	Cost unknown, anticipate completing internally.	Municipal Levy – 100%

New Project	Land acquisition	New Project: Strategic acquisition of environmentally significant properties.	2/3	CAA s.21.1	TBD	Municipal Agreement – 100%
Special Projects Program Description: Sault Ste. Marie Region Conservation Authority delivers other programs that are not part of the mandatory programs and services as outlined in O. Reg. 686/21. Most of these programs are funded without municipal levy but occasionally there are opportunities for municipal participation based on special benefitting funding. All of the programs influence and enhance the health and watershed management of the SSMRCA. They are part of a larger integrated watershed management model.						
Current	St. Marys Canadian Heritage River	St. Marys River is 1 of Canada's 40 Heritage Rivers that are recognized nationally for their outstanding natural, cultural, and recreational heritage. Once rivers are designated to the Canadian Heritage Rivers System, they become part of a network of waterways that are cared for by passionate river stewards. SSMRCA is responsible for the management of this Canadian Heritage River and includes governance, administration, stakeholder and public outreach, First Nation engagement, communications, data compilation, data analysis and review, and reporting.	3	The Canadian Heritage Rivers System (CHRS) Program	Varies from year to year (range \$0 to \$10,000)	Federal Transfer Payment – 50% (Parks Canada) Self-Generated – 50%
Current	Watershed Stewardship and Restoration	Local watershed stewardship and restoration related projects include working with local community groups to engage volunteers in tree planting on CA or partner owned lands. This item occurs as funding availability and staffing allows. This item also includes the use of CA owned lands (via MOUs) by local educational facilities (such as Sault College & Algoma University) to foster supportive experiential learning, research, and information sharing while bolstering each organizations' research capabilities.	3	CAA s.21.1.2	Varies from year to year (range \$0 to \$3000) NIL	Self-generated and alternate grant funding when available (such as TD Tree Days) Memorandum of Understanding between the SSMRCA and each of Sault College and Algoma University
New Project	New Project	New Project: Opportunities for new projects that benefit the watershed and its municipal partners	3	CAA s.21.1.2	TBD	Combination of self-generated, municipal

		can occur anytime and can have varying durations. These projects may require matching funding or be self-sustaining. New projects may require municipal participation and/or funding. Currently a placeholder for municipalities to lead on or ask for.				agreement and alternate grant funding when available
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See Appendix 1 for Caveats and Appendix 2 for Category 2 Summary Information, and Appendix 3 for Category 3 Summary Information

Appendix 1

Caveats:

- 1) All of the financial information provided is based on estimates, including the percentage of the total annual fund contributions of the various funding providers.
- 2) Under *O. Reg. 687/21 Section 6. (2)(c)(i)(D)* if the authority is of the opinion that the average annual cost determined under sub-subclause (A) or (B) does not reflect the average annual cost to provide the program or service in the future, adjust the average annual cost and provide an explanation for this adjustment. The costs associated with each program and service are estimated based on the 2022 approved budget for the Sault Ste. Marie Region Conservation Authority. The rationale for this approach is that a five-year estimate is not reflective of current and future costs and does not allow for program shifts made as a result of recent provincial funding cuts. The costs for programs and services increase annually due to increases in wages and benefits and the increased operational costs due to inflation. As well program operations are often modified based on best management practices.

Appendix 2

Category 2 Summary Information:

Category 2 Service	Participating Municipalities	Date of agreement (most recent version)
Plan Review Not Related to Natural Hazards	Sault Ste. Marie	Stormwater Management Plans, etc.: Agreement to be developed
DWSP Risk Management Official	Sault Ste. Marie	Agreement in development, currently invoice for services
DWSP Education and Outreach	Sault Ste. Marie	Agreement to be developed, currently invoice for services
Non-SSMRCA Owned Flood and Erosion Control Infrastructure Operation and Management	Sault Ste. Marie	Agreement to be developed, to date the service has been paid from municipal levy
Land Acquisition	Sault Ste. Marie Prince Township	Agreements to be developed

Appendix 3

Category 3 Summary Information:

For existing Category 3 programs and services, there are no programs or services financed through any Sault Ste. Marie Region Conservation Authority partner municipality.

For future Category 3 programs and services, the potential exists to seek funding for projects from municipal partners. Future projects that are beneficial to the watershed as a whole or that are benefitting to a particular municipality are variable and generally dependent on other funding sources and their funding criteria.

SSMRCA will continue to actively search for alternate funding for beneficial watershed and research projects.

SSMRCA intends to enter into cost apportioning agreements with municipalities as projects are developed and executed, when necessary.



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MEMO

Date: April 18, 2023
To: Chair and Members
Conservation Authority Board
From: Corrina Barrett
General Manager
Re: **General Manager's Report**

CONSERVATION ONTARIO

The Conservation Ontario (CO) Annual General Meeting was attended by the GM on April 3rd, 2023 in Richmond Hill. The new Chair of CO is Chris White, Mayor of Guelph Eramosa Township. The next meeting is planned for June 26th, 2023, and is likely to take place in person in Richmond Hill.

On April 4th, the GM forwarded an invitation to an upcoming webinar co-hosted between Conservation Ontario and the Association of Municipalities of Ontario taking place on April 19th starting at 1 pm. The webinar will focus on "Next Steps for Conservation Authorities and Municipalities" in order to learn more about the implementation of the changes to the *Conservation Authorities Act*. Staff and Board Members are encouraged to register and attend.

NORTHERN GENERAL MANAGERS

The Northern General Managers will be holding a meeting on April 24th. Topics of discussion for the meeting will include: O. Reg. 400/22 – website Governance section requirements, Land Inventory, Conservation Area Strategy, Watershed Based Resource Management Strategy and Municipal MOUs.

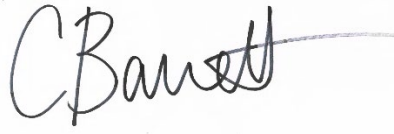
INSURANCE UPDATE

The GM is happy to report that the 2023 Insurance Renewal Terms Letter has been received and the overall renewal rate will see a decrease from the 2022 rate by 2.5%. Including all of the increases and decreases in values and exposures our total estimated renewal cost including tax is \$68,932 which is down by \$(363) (-1%) from \$69,295 last year.

Recommendation:

THAT the "General Manager's Report" dated April 18, 2023, be received as information, be approved.

Respectfully submitted for information,

A handwritten signature in black ink, appearing to read 'C Barrett', with a long horizontal flourish extending to the right.

Corrina Barrett,
General Manager



SAULT STE. MARIE REGION CONSERVATION AUTHORITY

HEALTH & SAFETY PROGRAM MANUAL

Approved by the SSMRCA Board: December 18, 2018

Most recent revision: December 2021

Edited in 2021 using Word in Office 365

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SECTION 5: VIOLATION / RIGHT TO REFUSE UNSAFE WORK

VIOLATION OF HEALTH AND SAFETY RULES

It is the policy of the Sault Ste. Marie Region Conservation Authority to apply warranted discipline in a manner that is progressive and positive. All discipline shall be administered in conjunction with the immediate Supervisor and the SSMRCA General Manager.

Verbal Warning

Upon first violation of the health and safety standards, the employee will meet with his / her immediate supervisor and the following process will ensue:

1. The employee will be verbally informed by his / her supervisor that his / her behavior requires improvement in order to meet the established standards.
2. The employee will be made aware of the specific actions that led up to the verbal warning and the effects or potential effects of that performance or behavior on health and safety.
3. The employee will be given an opportunity to respond to the charge in the event that an honest mistake or naive gesture was made without intent.
4. In areas of continuing concern, such as performance, the General Manager will be consulted.
5. The supervisor will clearly explain to the employee, what the expected appropriate behaviour is and the designated time period within which such behaviour change / improvement is required. It will also be clearly explained, that should the employee fail, within the designated time frame, to meet the standards set during the meeting, the disciplinary process will continue—with the next step being a written warning, and if required a final warning or suspension, leading to possible termination of employment.
6. Immediately following the meeting, the discussion with the employee and areas where improvement is required will be documented. The date and time the meeting was held along with any personal observations made of the situation are to be included in the documentation. These notes must be kept in the personnel file for future reference, if required.
7. Once the designated time period has past, the employee's actions will be reviewed to determine whether compliance has occurred or if further action is required. The employee will be informed of the results of this review, whether or not continued discipline is required. Positive feedback will be provided if the problem has been corrected.

Written Warning

If, following the verbal warning, there is no satisfactory improvement on a permanent basis, a written letter of warning will be issued; however, the Supervisor must obtain approval from the SSMRCA General Manager before this process can be implemented.

1. The employee will be requested to attend a meeting with the Supervisor and the General Manager at which the employee's performance or behavioral problems will be addressed in a corrective rather than punitive manner.
2. The employee's performance or behavior will be discussed to highlight the various health and safety areas where the company standards are not being met.
3. Any factors, which may be interfering with the progress required in correcting the problem, will be discussed with the employee. The employee must be given the opportunity to express his / her understanding of the situation to ensure that he / she is aware of the potential for further disciplinary action in the event of continued substandard performance or behavior.
4. If after discussions with the employee, it is determined that discipline is to continue, the employee will be informed that a written letter of warning will be entered into his / her personnel file and that a copy of such letter will be sent to the employee, his / her supervisor and the General Manager.
5. The written letter of warning must be sent to the employee within 48 hours of the meeting.
6. A written account of the meeting with the employee will be documented by the Supervisor, signed where possible by the employee, co-signed by the General Manager, copied and attached to the employee's personnel file. In situations, where the employee refuses to sign the written account, the employee's Supervisor will make a notation on the documentation to such effect.
7. Following a designated review period, the Supervisor will reassess the problem and determine if any further action is required. The employee must be made aware of the evaluation by way of a follow-up meeting.

Final Warning or Suspension

If following the written letter of warning, there is no satisfactory improvement on a permanent basis, a final warning or suspension must be issued.

1. Prior to any action at this step, a meeting between the General Manager, the Supervisor, and the designated Health and Safety Officer will be conducted to ensure that this action is warranted and that the SSMRCA has done everything possible to provide the employee an opportunity to correct the problem.
2. The employee will be asked to discuss the continuing problem which has failed to be corrected and will be given a final opportunity to respond to concerns being raised.

3. If, after discussions with the employee, it is determined that discipline is to continue, the employee will be given a final written warning or suspension.
4. The Supervisor will make all attempts to ensure that the employee fully understands the seriousness of this step and that any further occurrences will result in termination of employment.
5. A documented account of this meeting will be kept by the Supervisor and General Manager, complete with the employee's signature where possible. This information will then be relayed by the General Manager to the SSMRCA Board.
6. The length of suspension, ranging from a ½ day to one week, will be based on the severity of the infraction and will be decided upon by the General Manager and the SSMRCA Board.
7. Where approval by the SSMRCA Board is not readily possible, yet immediate action is required, the Supervisor / Manager may suspend the employee pending further investigation, until the first immediate opportunity to discuss the situation with the Board and obtain approval for such action. The employee will not be entitled to payment for lost time due to suspension.

Termination

If, after continued counseling and discipline and being given every possible opportunity to correct the problem, the employee still fails to meet health and safety expectations and standards of the SSMRCA, the termination process will begin. The process commences with a meeting (where applicable) with the Supervisor, General Manager and the SSMRCA Board. Approval of the SSMRCA Board is necessary prior to any further action being taken at this stage.

The employee will be requested to attend a meeting with the Supervisor, the General Manager and the SSMRCA Board. If, after discussion at this meeting, the employee's reasons for unacceptable behavior are deemed unacceptable, a written notice of termination will be given immediately or delivered to the employee within 24 hours of the meeting. The meeting must be fully documented, and the General Manager must submit a copy of such to the SSMRCA Board. All related documentation will be retained in the employee's personnel file. Such a termination will be deemed "termination with cause".

HEALTH & SAFETY REFUSAL TO WORK

Introduction

Section 23 of the Occupational Health & Safety Act gives workers the right to refuse or to stop work where their health or safety or that of their co-workers may be in danger. This right applies to all workers of the SSMRCA.

The right may be exercised by a worker who has reason to believe that:

- A piece of equipment the employee is to use, is likely to endanger him / herself or another worker.
- The physical condition of the work place or the task the employee has been asked to perform is likely to endanger him / herself; or
- The piece of equipment the employee is to use, or the physical condition of the work place is in contravention of the Occupational Health and Safety Act or a regulation and is, therefore, likely to endanger the employee or another person.

RIGHT TO REFUSE UNSAFE WORK PROCEDURE

1. Where a worker has reason to believe that his / her health and safety are in danger, the worker will report this to the appropriate supervisor immediately, specifically stating the reason for the refusal.
2. The supervisor will immediately contact the designated health and safety representative. If this individual is not available another qualified employee trained in health and safety should be contacted.
3. The supervisor, worker and Health and Safety representative will investigate the concern as quickly as possible following the report. The worker, with the help of the Health and Safety Representative if necessary, will complete the first section of the "work refusal record" outlining the nature of the concern. The supervisor will complete part two of the form outlining the response to that concern.
4. The worker will then be asked to sign the form to indicate if he / she is satisfied with the response. If the worker is satisfied, the situation will be considered resolved and the form will be forwarded to the General Manager. If the worker is not satisfied, the supervisor will contact the Ministry of Labour directly and then notify the SSMRCA General Manager of the situation.
5. Pending the arrival of a Ministry of Labour Inspector, the worker refusing duties will be assigned other duties. Supervisors are reminded that the other duties assigned must be consistent with the person's normal job function and be such that the employee can be made readily available when the inspector arrives. These duties will be outlined on the form entitled "Work Place Inspection Form".

6. No assignment of another worker to the job refused shall be made without authorization from the Health and Safety representative. If this permission is given, section 4 of the form will be completed and signed by the second worker, the supervisor, and the Health and Safety Representative. If a second worker refuses the job, a new form shall be initiated.
7. The SSMRCA shall not dismiss or threaten to dismiss a worker, discipline, suspend or threaten to discipline or suspend a worker, impose any penalty upon a worker, or intimidate or coerce a worker because the worker has acted in compliance with the Occupational Health and Safety Act.

Right to Stop Work Jointly or Unilaterally

The Occupational Health and Safety Act gives employees the right to stop work jointly if, following consultation, they agree that dangerous circumstances exist. This is referred to as bilateral work stoppage. Furthermore, in certain specified circumstances, any employee may stop work. This is referred to as unilateral work stoppage.

Worker's Responsibilities

- Report hazards immediately when you become aware of them.
- When you feel that you must refuse a work assignment, notify your supervisor immediately and state clearly that the reason for refusal is safety related. A Work Refusal Form must be completed.
- When completing section 1 of the form, be as precise as possible about the reason for your concern. Consult with your Health and Safety Representative if you are having difficulty expressing the exact nature of the concern.

Health and Safety Representative Responsibilities

- Ensure that legal requirements and this procedure are adequately followed.
- Assist the worker where possible in identifying the nature of the concern, and the management action necessary to address the concern.

Supervisor's Responsibilities

- Ensure that this procedure is correctly followed.
- Complete documents clearly and precisely.
- Be open to the concern and be supportive of the worker to help him/ her identify the specific problem, recognizing that it is in the best interest of the company to resolve the situation without the involvement of the Ministry of Labour.
- Where re-assigning a worker, ensure that the new assignment is consistent with person's normal duties.

General Manager's Responsibilities

- Ensure that no action, comment, or process is initiated that may be considered by the worker as a threat, intimidation, or coercion.
- Maintain records of all work refusal situations on central file.
- Record all actions agreed to but not completed as a result of the work refusal. Confirm completion of other items.
- Where possible, attend the Ministry of Labour Inspector's investigation.
- Report on the situation to the SSMRCA Board.

SECTION 6: WORKPLACE VIOLENCE AND HARASSMENT **PREVENTION POLICY**

The Sault Ste. Marie Region Conservation Authority (SSMRCA) is committed to the prevention of workplace violence and harassment and is dedicated to providing a work environment in which all individuals are treated with dignity and respect. The SSMRCA will take whatever steps are reasonable to protect SSMRCA workers from workplace violence or harassment from any source.

Violent behaviour and harassment in the workplace is unacceptable from anyone. All workplace parties (managers, supervisors and workers) are expected to uphold this policy and to work together to prevent workplace violence and harassment.

The SSMRCA workplace violence program includes measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance and a process for workers to report incidents or raise concerns.

Workplace harassment may also relate to a form of discrimination as set out in the Ontario Human Rights Code. Nothing in this policy prevents or discourages a worker from filing an application with the Human Rights Tribunal of Ontario on a matter related to Ontario's Human Rights Code within one year of the last alleged incident. A worker also retains the right to exercise any other legal avenues that may be available.

All SSMRCA staff are encouraged to raise any questions or concerns about workplace violence or harassment with their immediate supervisor or the General Manager or at a monthly health and safety meeting. Further, staff are encouraged to report any such incidents or threats to their immediate supervisor.

Management will investigate and deal with all incidents and complaints of workplace violence and harassment in a fair and timely manner, respecting the privacy of all concerned as much as possible.

No employee will be penalized, reprimanded or in any way criticized when acting in good faith while following the procedures for addressing situations involving workplace violence or harassment.

PURPOSE

This policy recognizes that workplace violence and harassment is a health and safety issue.

Workplace violence and harassment are considered serious misconduct and will not be tolerated in SSMRCA workplaces.

GOAL

- To provide a safe and hospitable work environment for SSMRCA employees free of workplace violence and harassment.
- To document and investigate reports of workplace violence or harassment in order to prevent a recurrence of a similar incident.

DEFINITIONS

Acts of workplace violence or harassment can be committed by anyone. This includes intruders, clients/customers, contract workers, workers, supervisors, managers, friends or family of employees.

Workplace violence may be in the form of:

Criminal intent – for example a thief coming into the workplace to steal money

Client / member of the public – for example an irate member of the public throwing something at a staff member

Worker-on-worker - for example a worker threatening to injure another worker, or one worker hitting another

Personal relationship – for example an ex-boyfriend coming into the workplace to injure his ex-girlfriend who is an employee

Workplace violence is defined as:

- the exercise or the attempt to exercise physical force against a worker, in a workplace, that causes or could cause physical injury to the worker, or
- a statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker

Workplace violence includes, but is not limited to the following:

bullying – an incident(s) or a pattern of behaviour that is intended to intimidate, offend, degrade or humiliate a particular person or group of people

weapons - possessing a weapon in the workplace

inappropriate pranks or horseplay

physical intimidation or assault – including stalking, hitting, shoving, pushing or kicking

domestic violence – a person who has a personal relationship with a worker, such as a current or former spouse or intimate partner or a family member, who may threaten, attempt to harm, or physically harm a worker in the workplace

threatening behaviour (either verbal, written or physical threats) – any expression of an intent to inflict harm, such as shaking fists, destroying property or throwing objects, including:

- **direct threats** – clear and explicit communication that distinctly indicates that the potential offender intends to do harm; such as “I am going to make you pay for what you did to me”
- **conditional threats** – communication involving a condition; such as, “If you don’t get off my back, you will regret it”
- **veiled threats** – communication involving bad language or behaviour that leaves little doubt in the mind of the victim that the potential offender intends harm such as “Do you think anyone would care if someone beat up the boss?”

Workplace harassment is defined as:

- engaging in a course of vexatious comments or conduct against a worker, in a workplace because of sex, sexual orientation, gender identity or gender expression that is known, or ought reasonably to be known, to be unwelcome
- harassment can involve unwelcome words or actions that are known, or ought to be known, to be offensive, embarrassing, humiliating or demeaning to a worker or group of workers. It includes behaviour that intimidates, isolates or discriminates against the targeted worker(s)
- making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.
- workplace harassment often involves repeated words or actions or a pattern of behaviour.

Workplace harassment includes, but is not limited to the following:

- making remarks, jokes or innuendoes that demean, ridicule, intimidate or offend,
- displaying or circulating offensive pictures or materials in print or electronic form,
- bullying,
- repeated offensive or intimidating phone calls or emails, or
- inappropriate sexual touching, advances, suggestions or requests.

STATEMENT OF COMMITMENT

The SSMRCA will not tolerate nor condone workplace violence or harassment. Prompt and accurate reporting of violence or harassment incidents is required. The SSMRCA will undertake an investigation of all reported incidents of violence or harassment and will then take appropriate actions with perpetrators of workplace violence or harassment which may include disciplinary action up to discharge, counseling or work reassignment.

The SSMRCA will assist victims in every reasonable manner possible.

The SSMRCA will raise awareness through workplace training of personal safety issues.

NO REPRISALS

The victim is assured that there shall be no recrimination or reprisals, dismissal, discipline, intimidation or the imposition of any penalty because of a complaint of workplace violence or harassment. However, frivolous and/or vexatious use of this policy by any employee may result in disciplinary action up to and including discharge.

WORKER RESPONSIBILITIES

Workers shall not engage in or ignore acts of workplace violence or harassment.

SSMRCA employees are able to access the City of Sault Ste. Marie Employee Assistance Program for certain services as well as various other community agencies. Workers are encouraged to seek assistance from these agencies when experiencing stress or other personal difficulties that may contribute to workplace violence or harassment.

Workers shall report to his/her supervisor any incident where the worker is subjected to, witnesses, has knowledge of an act of workplace violence or harassment or has reason to believe that it may occur.

If a worker is a victim of an act of workplace violence or harassment, the worker should whenever possible:

- make it known to the offender that his / her conduct must stop immediately
- remove himself / herself from the situation
- avoid retaliation or further confrontation
- immediately report the incident to his / her supervisor

The worker shall discuss any incident of violence or harassment with his / her immediate supervisor. However, if the worker's immediate supervisor is the alleged offender, the worker shall discuss the incident with the next level of supervision or with

the Chair of the Board. Also, the worker should complete the Violence or Harassment Report form with his / her supervisor and forward it to the General Manager within five working days. If the General Manager is the alleged offender, the report should be provided to the Chair of the Board.

Workers are expected to cooperate with the subsequent Violence or Harassment investigation.

SUPERVISOR / GENERAL MANAGER'S RESPONSIBILITIES

Supervisors and/or the general manager shall communicate this policy to workers, take every precaution reasonable to prevent workplace violence or harassment and monitor the work area to maintain a safe and respectful environment.

When appropriate, a supervisor and/or the General Manager shall provide information to a worker about a person that may include personal information if the worker may encounter the person and may be exposed to physical injury.

Supervisors and/or the General Manager shall document and report any workplace violence or harassment of which they are aware, regardless of whether or not there was a complaint.

When a supervisor and/or the General Manager becomes aware of an act of workplace violence or harassment, then he or she shall take immediate corrective action whenever it is safe and practical to do so, such as:

- intervene immediately to correct and / or de-escalate the situation
- provide assistance to the victim and notify the Police when appropriate
- if necessary, evacuate the work area in a safe manner following the fire emergency evacuation procedure as indicated in Section 6 of the SSMRCA Health and Safety Program.
- if the incident results in a critical injury, the Critical Injury Procedures in Section 3 of the SSMRCA Health and Safety Program must also be followed.

If a supervisor is carrying out the above, the supervisor shall notify the General Manager as soon as possible and complete a Violence or Harassment Report form and forward the report to the General Manager. Otherwise, the General Manager shall complete a Violence or Harassment Report form.

The General Manager, with the assistance of the supervisor when appropriate, will implement the recommendation from a Violence or Harassment Report form marked as "Resolved".

GENERAL MANAGER'S RESPONSIBILITIES

The General Manager shall ensure that all reports of workplace violence or harassment are taken seriously and are dealt with appropriately.

The General Manager shall ensure that all victims of workplace violence or harassment are treated with respect and consideration and that the confidentiality of the victim is maintained, as reasonably as possible.

The General Manager shall strive to resolve the matter promptly, however any unresolved matters shall be brought to the attention of the Chair of the Board to initiate a Violence or Harassment Investigation.

The General Manager shall ensure that workplace violence prevention is considered in all office design or restructuring and shall bring to the attention of the SSMRCA Board should additional resources be required to physically modify a workplace based on the assessed risk in order to reduce or eliminate threats of workplace violence.

The General Manager shall review the Workplace Violence and Harassment Policy annually and ensure that a current copy is posted in the workplace.

TRAINING / INFORMATION

Training topics should include:

- awareness of the SSMRCA policy
- right to refuse work provision
- how to summon immediate assistance (if required),
- reporting procedure for incidents of workplace violence or harassment,
- how to identify unsafe circumstances,
- investigation procedure,
- it is everyone's responsibility to be safe
- any measures and procedures that are in place to protect workers from workplace violence.

VIOLENCE OR HARASSMENT INVESTIGATION PROCEDURE

Any Workplace Violence or Harassment Reports that cannot be resolved at the General Manager level will be forwarded to the Chair of the Board who will appoint Board Members, to work with the General Manager if appropriate, to investigate the incident.

The Violence or Harassment Investigation procedure shall be as follows:

- the victim(s) and the alleged offender(s) will be informed that an investigation is being conducted
- the investigation will begin with a review of all the relevant information, including the Violence or Harassment Report form

- the information and statements to be obtained as part of the investigation will include the following:
 - dates and times
 - name of alleged offender(s)
 - name of victim(s)
 - nature of violence or harassment
 - victim(s) and witness(as) statements – narrative
 - statement of alleged offender(s) – narrative
 - supervisor’s statement – narrative
- interviews will be held with the victim(s) and the alleged offender(s), as soon as possible, in order to establish respective views of the incident
- all witnesses will be interviewed
- the incident will be accurately and completely documented with findings discussed with the victims(s) and the alleged offender(s)
- the Violence or Harassment Investigation committee identified above will render a decision and advise the victim(s) and the alleged offender(s) of the outcome.

CONSEQUENCES OF WORKPLACE VIOLENCE OR HARASSMENT

A worker who commits an act of workplace violence or harassment will be subject to disciplinary action up to and including discharge. The process to determine disciplinary action will be similar to that of a violation of health and safety rules in Section 4.

For non-employees who commit an act of workplace violence or harassment, the SSMRCA may take action against the individual through civil court or any other legal means to protect SSMRCA workers and property.

RIGHT TO REFUSE

A worker may refuse to work if he / she has a reason to believe that he / she may be endangered by workplace violence. A worker cannot refuse to work on grounds of workplace harassment.

The work refusal steps are the same as the worker’s right to refuse unsafe work, namely:

- The worker reports the situation to his / her supervisor
- The supervisor investigates the concern in the presence of a SSMRCA worker Health and Safety representative. If these individuals are not available, the worker will be asked to select another worker to assist in the investigation of the safety concern.

- The worker remains in a safe place until the situation is resolved and is available to the supervisor for the purposes of the investigation.

CONFIDENTIALITY

The SSMRCA reserves the right to keep all documentation obtained during the course of the investigation confidential and it will not be disclosed to anyone other than those individuals designated by the SSMRCA Board to deal with the workplace violence or harassment issue or as may be required by law.

SAULT STE. MARIE REGION CONSERVATION AUTHORITY

VIOLENCE OR HARASSMENT REPORT

WORKER (VICTIM) INFORMATION

Worker Name:

Worker's Age: _____

Sex: Male / Female

ALLEGED OFFENDER(S) INFORMATION

Alleged Offender(s) Name:

(Check One): SSMRCA Employee _____ Member of the Public _____

Offender's Age: _____

Sex: Male / Female

DETAILS OF INCIDENT – Form to be completed by the victim within five working days

Incident occurred on (day of week / date / time):

Incident reported on (day of week / date / time):

Who was incident report to:

Address / location of incident:

Witness(es) to incident: YES ___ NO ___ Witness Statement(s) Attached:

YES ___ NO ___

Names and address of witness(es):

Briefly describe what happened:

What was worker doing at the time of the incident:

What did the alleged offender(s) do:

What seemed to provoke the incident:

Medical Treatment received (if any):

TYPE OF INCIDENT – To be completed by the Supervisor / General Manager

Verbal Threat	_____	Harassment	_____
Written Threat	_____	Weapon	_____
Physical Assault	_____	Bullying	_____
Verbal Abuse	_____	Injury	_____
Threatening Behaviour	_____	Physical Intimidation	_____
Other (Describe) _____			

INCIDENT OUTCOME

Police Called _____ First Aid _____ Medical Attention _____ Lost Time _____

INVESTIGATION

Is this a second or repeat incident involving the same individual(s)?

Describe any possible contributing factors or other relevant information:

Did workplace conditions or workstation design contribute to the incident:

YES _____ NO _____

If YES, How so:

Results of Investigation:

Recommendation:

RESOLVED / NOT RESOLVED –

To be completed by the victim and supervisor/general manager

The above recommendation has: resolved my concern _____

not resolved my concern _____ *

Signature of Victim

Date

Signature of Supervisor / General Manager

Date

* If the concern is not resolved, this form must be forwarded to the Chair of the SSMRCA Board

Violence or Harassment Report Form

Hardcopies of the **Violence or Harassment Report Form** can be found in the SSMRCA Health and Safety Program Manual

or at

Sharepoint/ADMN2019/HS/Final_December2018_HealthandSafety_Program_approved.docx



**Human Resources
Policies and Procedures
Manual**

Updated April 2020

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Section	GENERAL
Title	Introduction
Resolution #	Resolution #108/17
Approval Date	September 19, 2017
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INTRODUCTION

All employees of the Sault Ste. Marie Region Conservation Authority (CA) shall be governed by the policy as set forth in the following pages of this Human Resources Policies and Procedures Manual and the Health and Safety Program Manual.

An employee may seek clarification of these policies from his/her Supervisor. If the Supervisor cannot provide clarification, the employee will be referred to the General Manager.

Any violation of these policies may result in disciplinary action being taken as set out in the disciplinary policy contained herein.

Policies will be reviewed regularly and any changes to the policies will be made at the discretion of the CA Board and such changes will be made known to the employees promptly.

Any employment matters that are not included in these CA Human Resources Policies and Procedures will be carried out in accordance with the most recent amendment of the *Ontario Employment Standards Act, 2000*.

These Human Resources Policies and Procedures will set out the working relationship between the CA and its employees in order that all can work together to carry out the responsibilities and mandate of the Sault Ste. Marie Region Conservation Authority.

Mission Statement

“To protect, improve and promote local watersheds through the delivery of resource management services and programs in cooperation with community partners.”





BENEFITS



Section	BENEFITS
Title	Compassionate Leave Policy
Resolution #	Resolution #108/17
Approval Date	September 19, 2017
Revisions	

Compassionate Leave Policy

The General Manager may grant an employee leave of absence, with pay, for a maximum of three days for bereavement in the event of the death of a member of the immediate family. For the purpose of this policy, immediate family is defined as:

- mother, father,
- sister, brother
- son, daughter,
- spouse, common-law spouse
- grandparent
- grandchild
- mother / father in-law
- sister / brother in-law
- son / daughter in-law
- step son / daughter
- step mother / father

The General Manager may grant an employee leave of absence, with pay, for one day for bereavement in the event of the death of:

- aunt / uncle
- nephew / niece
- or others whom the General Manager deems to be reasonable due to the nature of the relationship.

If an employee requires additional days off due to bereavement, the duration of the absence will be covered through holiday credits and/or existing overtime or days without pay and at the discretion of the General Manager.



Section	BENEFITS
Title	Health Care / Group Insurance Policy
Resolution #	Resolution #108/17
Approval Date	September 19, 2017
Revisions	

Health Care / Group Insurance Policy

The Conservation Authority participates in the Conservation Ontario Group Insurance program administered by Buffett Taylor & Associates.

Premiums for applicable health care coverage and group insurance benefits are paid at 100% by the CA.

Full time employees

The CA will pay 100% of the premium for the following benefits for regular full time employees from the date of hire.

- basic employee life insurance
- dependent life insurance
- accidental death and dismemberment
- long term disability
- dental care
- health care

Optional additional life insurance is available to employees with the associated premiums paid at 100% by the employee. A statement of health is required for all amounts of coverage.

Contract employees

Subject to eligibility criteria of Buffett Taylor & Associates, the CA will pay 100% of the premium for contract employees after a six-month waiting period has been served for those employees whose contracts are for a term of one year or longer.

The benefits include:

- basic employee life insurance
- dependent life insurance
- accidental death and dismemberment
- dental care
- health care

Note: long term disability coverage is not available to contract employees, as per Buffett Taylor & Associates eligibility criteria.



Section	BENEFITS
Title	Health Care / Group Insurance Policy
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Optional additional life insurance is available to contract employees whose contracts are for a term of one year or longer. The associated premiums paid by the employee at 100%. A statement of health is required for all amounts of coverage.

Detailed information

The specifics of eligibility, premiums, coverage, processing and payment of claims are negotiated from time to time between Conservation Ontario, Buffett Taylor & Associates, and the Underwriting Insurance Company(s) and all are subject to change periodically.

Further information regarding eligibility, premiums and coverage details as well as submission of claims is available from the CA General Manager, or

Buffett Taylor & Associates	phone:	(905) 666-1300
701 Rossland Road East,	toll free:	1-800-263-2670
Suite 209 Whitby, Ontario L1N 8Y9	fax:	(905) 666-4887
	website:	www.buffetttaylor.com

or, from the underwriting insurance company(s) directly. Contact information is available from the CA General Manager.



Section	BENEFITS
Title	Inclement Weather Policy
Resolution #	Resolution #108/17
Approval Date	September 19, 2017
Revisions	

Inclement Weather Policy

During periods of inclement weather, such as winter blizzard conditions, the General Manager will determine the necessity of an office closure.

When the CA office and workshop are closed by a decision made by the General Manager, and staff are notified not to report to work by the General Manager, or another employee on behalf of the General Manager, the employees will receive the regular daily pay during the period of closure.

If an employee chooses not to report to work because of inclement weather, yet the office or workshop are open, compensation for the staff's wages will be determined at the discretion of the General Manager.

During periods of inclement weather, such as winter blizzard conditions, if the CA office and workshop are closed by the General Manager at any time during the regularly scheduled work day and staff are notified to leave work early by the General Manager, or another employee on behalf of the General Manager, the employees will receive a regular full day pay.

If an employee chooses to leave work early because of inclement weather, yet the office or workshop are open, compensation for the staff's wages will be determined at the discretion of the General Manager.



Section	BENEFITS
Title	Jury Duty / Court Attendance Policy
Resolution #	Resolution #108/17
Approval Date	September 19, 2017
Revisions	

Jury Duty / Court Attendance Policy

The CA jury duty / court attendance policy applies to CA regular full time employees and contract employees whose contracts with the CA are for a term of one year or longer, or the cumulative length of consecutive contracts equals one year or more.

Jury Duty

An employee scheduled for upcoming jury duty must advise the CA as soon as possible of his / her impending absence.

CA employees who are required to serve as jurors in any court shall be granted leave of absence for this purpose. Such leave of absence shall not constitute a break in service for the purposes of cumulative sick pay credits, health benefits or OMERS. On returning from jury duty the employee shall provide to the General Manager, a certificate showing the period of service and the amount of compensation received.

The General Manager shall authorize the payment of full regular salary or wages to the employee for the period of absence due to jury duty, provided that the employee remits to the CA the total of the amount he / she received for service as a juror excluding mileage or travelling expense. If the employee chooses not to remit to the CA the monies received for the period of service as a juror, he / she shall forfeit the right to claim any part of his / her salary or wages for the period of absence for jury duty.

Court Attendance

If an employee receives a subpoena to appear in court as a Crown Witness, the CA must be notified of the impending absence by the employee as soon as possible.

A leave of absence to allow for a court appearance that is the result of a subpoena, shall not constitute a break in service for the purposes of cumulative sick pay credits, health benefits or OMERS.

On returning to work from a court appearance resulting from a subpoena, the employee shall provide to the General Manager, a copy of the subpoena and a certificate showing the period of attendance in court. The General Manager shall then authorize the payment of full regular salary or wages to the employee for the period of absence as confirmed by the certificate provided by the employee.



Section	BENEFITS
Title	Pension Policy
Resolution #	Resolution #108/17
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Revisions	

Pension Policy

The Sault Ste. Marie Region Conservation Authority participates in the Ontario Municipal Employees Retirement System (OMERS).

Compulsory membership

All continuous full-time employees under the age of 69 must enrol in OMERS on the date of hire as a condition of employment.

An employee who changes work status to continuous full-time work status must enrol in OMERS from the date of continuous full-time employment.

A continuous full-time employee is one who:

- fills a continuing full-time position with the CA;
- regularly works a work week of no less than 32 hours per week: and,
- regularly works 52 weeks of the year, including paid vacation.

Voluntary membership

Where membership is not compulsory, the CA must offer membership in OMERS to other than continuous full-time employees who meet the following eligibility requirements:

During each of the two immediately preceding calendar years, the employee:

- has worked at least 700 hours, including overtime, with the CA and/or any other employer participating in OMERS, or
- has earned, including overtime and vacation pay, at least 35% of the Year's Maximum Pensionable Earnings as defined by OMERS through employment with the CA and/or any employer participating in OMERS.

The decision to participate is at the employee's discretion.



Section	BENEFITS
Title	Pension Policy
Resolution #	Resolution #108/17
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Contributions

The CA and the employees both contribute to the basic pension plan. The employee's contributions are calculated as a percentage of the employee's contributory earnings. The percentage rate is defined by OMERS. The CA matches the employee's contributions for current service.

Contributory earnings include regular wages or salary, vacation pay, retroactive pay, but do not include overtime pay.

Retirement Age

Under OMERS calculations for pensions, retirement age is 65.

The OMERS pension plan provides for an early retirement pension if employment ceases and the employee is 55 years of age.

Active membership in OMERS may continue beyond normal retirement age, however at age 69, all contributions to OMERS cease and a normal retirement pension is paid to the member even if the member is still working.

Pension

The formula for calculating a normal retirement pension considers the employee's average annual contributory earnings during the 60 consecutive months of the highest contributory earnings as well as the number of years and months of credited service.

OMERS Policies, Procedures and Regulations

The *OMERS Act and Regulation* governs the OMERS plan and as such all aspects the administration of the OMERS plan and OMERS benefits are implemented as per the OMERS policies, procedures and regulations.

Further details regarding OMERS are available from the General Manager and/or the Ontario Municipal Employees Retirement System at:

OMERS
One University Avenue
Suite 800
Toronto, Ontario M5J 2P1

Phone: 1-800-387-0813
Fax: 1- 877-369-9704
Email: client@OMERS.com
Web: www.omers.com



Section	BENEFITS
Title	Pregnancy and Parental Leave Policy
Resolution #	Resolution #108/17
Approval Date	September 19, 2017
Revisions	

Pregnancy and Parental Leave Policy

Pregnancy Leave

A pregnant employee is entitled to a leave of absence without pay. The employee shall provide the CA notice in writing of the intended pregnancy leave, complete with the starting date, at least two weeks before the day the leave is to begin.

The pregnancy leave will end 17 weeks after the pregnancy leave began. This period can be extended to end six weeks after the birth of the child if no parental leave will be taken. An employee may end her pregnancy leave earlier by giving written notice to the CA of her intent to return to work at least four weeks before the day she wishes to end her leave.

An employee who takes pregnancy leave, and decides not to return to work at the CA shall advise the CA of this decision in writing at least four weeks prior to the end of the pregnancy leave.

Parental Leave

Following the birth of a child, or a child coming into the employee's custody, care and control for the first time, such as in the case of adoption, either parent is entitled to a leave of absence without pay. The employee shall provide the CA notice in writing of the intended parental leave, complete with the starting date, at least two weeks before the day the leave is to begin.

An employee who has taken pregnancy leave must begin her parental leave when her pregnancy leave ends unless the child has not yet come into her custody, care and control for the first time. An employee who has not taken a pregnancy leave shall begin parental leave within 52 weeks of the day the child was born or came into the employee's custody, care and control for the first time.

The duration of parental leave is 35 weeks if the employee also took a pregnancy leave. Otherwise the duration of parental leave is 37 weeks. The employee may end his/her parental leave earlier by giving written notice to the CA of the intent to return to work at least four weeks before the day he/she wishes to end the leave.

An employee who takes parental leave, and decides not to return to work at the CA shall advise the CA of this decision in writing prior to the end of the parental leave.



Section	BENEFITS
Title	Public Holidays Policy
Resolution #	Resolution #108/17
Approval Date	September 19, 2017
Revisions	

Public Holidays Policy

For the purposed of the CA Human Resources Policies, paid public holidays will be:

- New Year's Day
- Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- William Hearst Day
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day

and any other public holidays that may be legislated by provincial law in the future.

In the case of an employee who has worked less than four weeks, pay for the public holiday is calculated as the total amount of regular wages earned and vacation pay payable to the employee in the four weeks before the work week in which the public holiday occurred, divided by 20.

The CA's administrative office is closed on public holidays. Routine CA business and field operations are non-operational during public holidays.

If circumstances arise in which an employee is required by the CA to work on a public holiday, such as flood danger resulting from imminent or occurring severe rainfall events or flood risk resulting from spring freshet, the employee will receive regular pay for the public holiday plus time and one half for the hours worked.



Section	BENEFITS
Title	Sick Leave Policy
Resolution #	Resolution #107/17
Approval Date	September 19, 2017
Revisions	

Sick Leave Policy

The provisions of this sick leave policy apply to CA employees absent from work as a result of personal disability caused by accident or sickness excluding accidents or illness covered by the Workplace Safety and Insurance Board.

CA regular full time employees and contract employees whose contracts with the CA are for a term of one year or longer, or the cumulative length of consecutive contracts equals one year or longer, are entitled to a sick leave credit of 1 ½ days per month of employment with the CA. Sick leave shall not be paid to employees with less than six months service however, upon completion of six months service such employees shall be credited with 1½ days per month from the date of employment.

Sick leave credits shall be accumulated from month to month and year to year up to a maximum of **120** days.

Sick leave credits shall not accumulate during any period of absence without pay of 30 days or more.

Any accumulated sick credits shall be used entirely as sick leave and will not have any monetary value at the completion of any employee's service with the Conservation Authority whether retiring voluntarily or dismissed for cause or without cause.

Should an employee be absent from work due to illness or injury, if possible, the employee should contact the CA within the first two hours of starting time on the first day of absence.

A written confirmation from a qualified medical practitioner of the employee's inability to report to work shall be provided to the CA for periods of absence due to illness or injury of more than three days.

Should an employee's absence due to illness or injury exceed his / her available sick leave credits, the employee may utilize his / her overtime credits if any, or vacation credits if any, to account for time off. Otherwise time off due to illness or injury is without pay.

The number of days or half days for which an employee receives sick pay shall be deducted from his / her cumulative sick pay credits.



Section	BENEFITS
Title	Sick Leave Policy
Resolution #	Resolution #107/17
Approval Date	September 19, 2017
Revisions	

An employee who takes other gainful employment during an absence from work due to illness or injury of three days or less shall be deemed to have taken time off from the CA without pay. An employee who takes other gainful employment during an absence from work due to illness or injury of more than three days shall be deemed to have voluntarily quit their employment.

Long Term Disability

Long term Disability benefits are available to full time employees through the SSMRCA benefit plan. To qualify for Long-Term Disability, one must provide proof that:

- You have become totally disabled while covered, and
- You have been following appropriate treatment for the disability since its onset.

The disability must have occurred for an uninterrupted period of 105 days or after the last day benefits are payable under any short-term disability, loss of income or other salary continuation plan, whichever is later.

Further information is available through the General Manager and the insurance provider.



Section	BENEFITS
Title	Vacation Policy
Resolution #	Resolution #108/17
Approval Date	September 19, 2017
Revisions	

Vacation Policy

Annual vacation periods are based on a calendar year. Vacation credits are granted based on the anniversary date of the employee.

All staff vacation schedules shall be arranged to the satisfaction of the general manager.

Annual paid vacation credits will be granted as follows:

General Manager

After 1 year of service - 3 weeks
 After 5 years of service - 4 weeks
 After 15 years of service - 5 weeks
 After 20 years of service - 6 weeks

Regular Conservation Authority and Drinking Water Source Protection Staff

1 week after 6 months of service
 After 1 year of service - 2 weeks
 After 3 years of service - 3 weeks
 After 7 years of service - 4 weeks
 After 15 years of service - 5 weeks
 After 25 years of service - 6 weeks

Other Contract Staff

Other contract staff are not eligible for paid vacation, but will receive vacation pay included in biweekly pay cheques as per the *Employment Standards Act*.

Subject to the approval of the general manager, employees may be permitted to transfer up to 10 days of unused vacation credits from one year to the next but shall forfeit all other unused vacation credits at the end of the calendar year. Any other vacation credit arrangements shall be subject to approval of the General Manager.



Section	BENEFITS
Title	Workers Compensation Policy
Resolution #	Resolution #108/17
Approval Date	September 19, 2017
Revisions	

Workers Compensation Policy

The Sault Ste. Marie Region Conservation Authority is committed to providing a safe, secure and healthy work environment for all of its employees.

All employees are expected to be familiar with the CA's Health and Safety Program and Procedures, with particular attention to the procedures relating to the employee's specific job duties. All employees are expected to conduct themselves in a safe manner in order to minimize the risk of injury to themselves or co-workers.

Any work related accident must be reported to the program supervisor or the general manager the day it occurs, even if no medical attention is required. Further reporting will be in accordance with the CA's Health and Safety Program.

All employees off duty as a result of an accident or occupational illness incurred in the performance of their duties shall be entitled to all benefits to the extent provided by the *Workplace Safety and Insurance Act*, which includes hospital and medical care.